

Courtroom Videoconferencing Guidelines

Requirements:

- Use of the videoconferencing system must be reserved well in advance of your scheduled event. All arrangements are to be made with the case manager assigned to your case.
- A realistic time period for use of the equipment is required and is expected to be adhered to.
- You are responsible for determining the location with which we will be conducting the videoconference. (i.e. Kinkos, another court, private office, etc.)
- You must provide the case manager with the name and number of a contact person at the same location with which we will be conducting the videoconference.
- You must provide the ISDN phone number(s) for us to dial to establish the videoconference.
- You must insure the far-end equipment is functional. This can be accomplished with a simple phone inquiry to your contact person at the location with which we will be conducting the videoconference.
- If the U.S. District Court of New Hampshire has not previously established a videoconference with the party you intend; at least one test prior to the day of the scheduled event is required.

Special Note:

- You are responsible for ANY costs incurred during the videoconference; therefore, you should find out the costs that will be incurred prior to the videoconference.